

SECRET

LOGNOTE -- Chief, Operations Group, 8 May 1984

1. Following from this morning's CSP and staff meeting:

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- Components should try to submit recommendations for awards for retirees before the employee actually goes off duty. Some have been running several months late; if they're too late DDS&T will not consider.
- AS will work up guidelines for cash awards under D/FBIS' authority to approve cash awards up to \$500. These awards should be for unusual initiative--they are not intended to replace QSIs, achievement awards or the like. The paperwork will be kept as simple as possible.

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- Kelly girls will be able to retain their parking spaces even after the Agency takes over controlling access to the garage.
- We are resubmitting our request for 3600 sq. feet of floor space in Rosslyn. The JPRS space simply will not do.
- LRB needs a part-time helper. A wife would do fine if anyone is interested.

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(cc: AC/DRD, C/MOD, C/ED)

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